

## Filing a Claim against the City of Stamford

1. Claims must be filed with the Town Clerk for the City of Stamford. Envelope and supporting documents must be clearly marked: Town Clerk, City of Stamford, 888 Washington Blvd., Stamford, CT 06901.
2. Please include the following documents/information as part of your claim:
  - a. Your name, address and any other pertinent contact information you wish to add.
  - b. A letter describing, in detail, the incident/accident that is the subject of your claim. Please be as specific as possible, and remember to include the date and actual location of the alleged incident/accident.
  - c. A detailed estimate of damage, receipts, invoices and, if available, proof of payment which supports the amount of reimbursement that you claim is due to you.
  - d. A police incident report or other record that will support the claim you are making against the City.
  - e. Photographs are helpful, although not required.
3. After claim has been submitted to the Town Clerk's Office, it is forwarded to the City's Office of Legal Affairs office for investigation and disposition. Depending on the nature of the claim, it may take from as few as several weeks or up to several months or longer, from the date your claim is received by the Town Clerk's Office, to investigate and make a decision about your claim. When the Office of Legal Affairs has made a decision about your claim, it will notify you directly in writing about whether your claim will or will not be approved as requested.
4. If your claim is approved, it may take up to several weeks to process your claim for payment and forward payment to you.
5. If you have submitted a claim for reimbursement to your insurance company, and the insurance company is expected to pay or has paid for your alleged damages and intends to file a subrogation claim against the City of Stamford to seek reimbursement for your alleged damages, do not also submit the identical claim to the Town Clerk's Office (unless you are seeking damages that are not covered by your insurance company).